



# GEORGIA BUILDING AUTHORITY

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## **Georgia Building Authority Access Control Policies & Procedures Guide**

### **I. General Policy**

In order to protect the security, safety, and health of state employees and the general public who conduct business in buildings owned by the State of Georgia, the Georgia Building Authority (GBA), pursuant to O.C.G.A. § 50-16-4, has been designated “keeper of public buildings and grounds” for the State of Georgia and provides access control into buildings and parking facilities.

- A. State buildings are open for general use to the public during normal business hours, usually 6:00 am through 6:00 pm. At least one door to each building is designated as a “public access entrance” and is manned with either a GBA Contract Security officer or a Department of Public Safety (DPS) officer. Entrance into the building may be obtained by presenting proper picture identification (e.g., driver’s license, state-issued Identification Badge) to the officer.
- B. Access through all other entrances into state-owned buildings is controlled by card readers. State employees are given access for entrance into buildings where they work or conduct business through the issuance of an Access Card. The GBA Access Services Office will issue a Access Card, along with a picture Identification (ID) Badge, to a state employee once he/she has completed a GBA Agency Access Card & ID Authorization Form (Form A-713) and it has been approved by the agency’s Access Card Coordinator. It is the Access Card Coordinator’s responsibility to indicate on the Access Card form the buildings into which the employee may enter using the Access Card, as well as the hours of access. The GBA Access Control Manager has the authority to make the final determination concerning building access for those buildings other than the employee’s workplace.

The DPS must approve all access control for the Capitol, Legislative Office Building, Health Building, Judicial Building, and 244 and 254 Washington Street. Access through any door other than the public entrance into these buildings is limited to the employees who work there. The DPS will not grant access to employees for reasons of convenience.

Agencies reserve the right to limit or restrict access to buildings to authorized personnel and to prohibit access to particular agents or employees of any contractor.

- C. A GBA Contract Coordinator or Project Manager may approve contractors for temporary ID Badges and Access Cards for necessary construction and maintenance access. Before ID Badges and Access Cards can be issued to a contractor or a contractor's workers, background checks are processed by the DPS and reviewed by the GBA for security clearance.
- D. State agencies on Capitol Hill may request parking spaces for their employees in the GBA-managed parking facilities. Parking cards for state employees are issued by the GBA Parking office, usually at a cost to the employee. Parking is assigned by GBA, and every effort is given to provide the employee with the closest available space. Employees can put their names on a waiting list for a certain parking facility. Several parking facilities are open to the public on a limited basis and for a fee.

## **II. Process for Issuing an Identification Badge and Access Cards to a State Employee**

- A. Agencies are responsible for verifying the identity of an employee at the time of employment via a copy of the applicant's driver's license and/or state ID and a copy of his/her Social Security Card prior to the time an ID Badge or Access Card is processed.
- B. Each agency has a person or persons designated as Access Card Coordinator. It is the responsibility of the Access Card Coordinator to either complete or see that the employee completes the Agency Access Card & ID Authorization Form. The Access Card Coordinator's signature is approval for the Access Card and ID Badge to be made and issued. The form can be faxed to the GBA Access Services Office, but the employee must go to the office to have his/her picture made and to pick up the cards. There is a 24-hour minimum turnaround time for the paperwork to be processed.

## **III. Process for issuing an Identification Badges and Access Cards to Contractors**

- A. When a contract is awarded or contractors need to be brought on site for maintenance or renovation projects, the GBA Contract Coordinator or Project Manager will forward to the Contractor a copy of the Contractor Access Card & ID Authorization Form (Form C-713) and Awareness Statement, Security Clearance Consent Form, both of which may be copied for multiple use by the Contractor as needed. The GBA Contract Coordinator or Project Manager must complete the section on the Awareness Statement that asks for his/her name, the GBA project or purchase order number, and the building(s) where the work will be performed.
- B. Contractors are required to have each applicant/worker provide a copy of his/her driver's license and/or state ID at the time his/her ID Badge is processed. A clear copy of the card must be attached to the Awareness Statement, Security Clearance Consent Form submitted for security clearance and GCIC/NCIC background checks. This form must be notarized and cannot be faxed to the GBA Access Services Office.

- C. When the Contractor has completed the two forms, they are to be returned to the GBA Contracts Division or Project Manager for processing. The GBA Contract Coordinator gives the completed forms to the GBA-designated Access Services Coordinator to acquire any additional state agency signatures. The state agency signature is required when the Contractor is working on another state agency site. The Access Services Coordinator will make a copy of the completed form and return the copy to the GBA Contract Coordinator.
- D. The Access Services Coordinator will hand-deliver the signed Contractor Access Card & ID Authorization Form and Awareness Statement, Security Clearance Consent Form to the DPS for processing. Processing may take up to 48 hours.
- E. If the individual's record is returned devoid of any finding, no federal or state convictions, the requested ID Badge and Access Card will be issued. If there is a criminal history, determination will be made by the IT Director or Access Control Manager. If the individual fails to pass the basic security requirements of the contract, the ID Badge and Access Card will not be issued without a variance signed by the GBA Executive Director.
- F. Contractors and contract workers leaving the job site may turn their ID Badges and Access Cards in to the GBA Project Manager, the Contract Supervisor, or the GBA Access Services Office. All cards turned in are to be routed to the Access Services Coordinator, who will receipt the contractor for the cards.
- G. There is an expiration date on contractors' ID Badges, usually at the end of the calendar year. If the work continues beyond the expiration date, a new background check must be initiated and a new ID Badge issued.
- H. Contractors attempting to utilize undocumented aliens on state property are in violation of GBA guidelines and subject to penalties, i.e., termination of contract and reporting of violation to state and federal authorities.
- I. Contractors who request ID Badges for workers and afterward decide not to use those employees once the ID Badges are made shall notify the GBA that those badges may be destroyed.
- J. Contractors must notify the GBA as soon as they become aware that an employee under their supervision has been arrested or convicted under/of a felony charge.
- K. Contractors must see that every new employee under the contract has a GBA ID Badge with photograph before the employee enters on duty.

#### **IV. Process for Issuing Parking Cards**

##### **A. Full-Time and Part-Time Employees**

Full-time and part-time state employees assigned to offices on Capitol Hill are eligible to apply for monthly parking. Applications for parking must be made in person at the GBA Parking office. Employees are required to complete a GBA

Parking Request and present state identification. The issued Access Card will then be activated for the parking facility of the employees' choice.

Employees permanently transferred away from Capitol Hill or persons who are no longer actively employed with the state must give up their parking spaces.

Employees who subsequently transfer back to Capitol Hill must re-apply for parking.

**B. Agency Heads**

Agency heads are authorized the assignment of up to two parking spaces in the facility nearest their headquarters. Additional space assignments for key employees in excess of these two spaces are made at the discretion of the Executive Director of the GBA.

**C. Parking for Individuals with Disabilities**

The GBA has designated parking spaces in each of its facilities in accordance with the Americans with Disabilities Act Accessibility Guidelines. In order to be eligible to participate in the program, the individual must:

1. be a state employee;
2. be assigned to an office on Capitol Hill; and
3. have been issued a permanent "Georgia Handicapped Parking Permit" from the Department of Motor Vehicle Safety.

Designated spaces are assigned on a first-come, first-served basis, and some facilities may have a waiting list. An individual with a temporary "Georgia Handicapped Parking Permit" will only be considered if designated spaces are available after all permanently disabled individuals have been accommodated.

**V. Policy Violations**

**A. The following actions are in violation of this policy:**

1. Loaning an ID Badge or Access Card to another person.
2. Transferring an ID Badge or Access Card to another person.
3. Tampering with an ID Badge or Access Card in any way.
4. Admitting unauthorized persons into any building or parking facility.
5. Failing to return an ID Badge or Access Card upon leaving employment.
6. Losing an ID Badge or Access Card and not reporting it.

An individual guilty of any of the above violations shall have his/her access card revoked.

## **VI. Access Card and ID Badge Return**

### **A. State Employees**

The state agency requesting the Access Card and ID Badge for an employee is responsible for returning them once that person is no longer employed. All cards are to be routed to the Access Card Coordinator for documenting compliance and then returned to the GBA Access Services Office.

### **B. Contractors**

The contractor must see that all badges are returned to the GBA Access Services Office within 48 hours upon dismissal or termination of work. The contractor will be assessed damages of \$50.00 per ID Badge for those that are not returned as required and within the specified time period.

The Contract Coordinator will post the lost card fee against the funds being held pending satisfactory completion of the contract.

## **VII. Replacement Cards**

The replacement fee for an ID Badge is \$10.00. The replacement fee for a Access Card is \$20.00. To obtain a replacement ID Badge or Access Card, the same process must be followed as when the initial card was issued (Sections II and III).

The replacement fee for a parking card is \$20.00. Persons who need replacement parking cards may come to the GBA Parking office, where their record of employment will be verified and a new parking card issued.